

Voter Roll Maintenance

2017 ECAM

Mississippi Secretary of State's Office
Elections Division

Hawley Robertson, Senior Attorney



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Secretary of State

Duties of Election Commissioners Concerning Voter Roll Maintenance

- The entire election commission is responsible for the maintenance of the entire voter roll of the county.
- Commissioners act as a group, through their minutes, which should be filed with the Circuit Clerk of the County.
- Individual commissioners may act alone only to fulfill ministerial tasks associated with voter roll maintenance.



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Duties of Election Commissioners **Section 23-15-153, Miss. Code Ann.**

Election Commissioners are required to meet:

- The 1st Tues. after the 2nd Mon. in January every year;
- The 1st Tues. in the month immediately preceding the first primary election for congressmen in years when congressmen are elected;
- The 1st Mon. in the month immediately preceding the first primary election for state, state district, legislative, county and county district officers in the years such officers are elected;
- The 2nd Mon. of September in years in which there is not a regularly scheduled general election in November.



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Duties of Election Commissioners

- Election Commissioners should meet more often than the schedule prescribed by § 23-15-153, Miss. Code Ann.
- Individual commissioners are authorized to perform the preliminary task of voter roll maintenance; however, the final approval of the change of voter status constitutes official business which must be agreed upon by a quorum.
- No individual commissioner may act upon his or her own initiative to effect a change in the voting status of any voter without approval from the commission.



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Duties of Election Commissioners:

Individual Duties

- Between official meetings, individual commissioners should engage in ministerial tasks to complete the actions directed at the previous meeting, such as changing the status of voters or sending confirmation cards.
- Individual commissioners should research, review, and examine all legitimate sources of information in preparation for the next meeting.
- At the next meeting, individual commissioners should present to the full commission a list of voters for consideration, together with the reason and supporting documentation.



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Duties of the Circuit Clerk

- The Circuit Clerk, as Registrar of voters in his/her county, enters the names of voters onto the voter roll upon registration.
- The Circuit Clerk is required to attend the election commissioner meetings and to furnish the registration books and poll books to the commissioners to fulfill their responsibilities.
- The Circuit Clerk should provide to election commissioners a username, password, and certain access rights to SEMS.



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Voter Registration Status

PENDING: Applicants who submit incomplete registration applications may be held in a pending status for a maximum of 25 days. If no follow-up action is taken, the application is rejected after the 25th day.

Applicants are also held in a pending status for a maximum of 25 days following the mailing of voter registration cards. If no follow-up action is taken, the applicant is moved to an active status.

The name of an applicant in pending status will not appear in the pollbook.



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Voter Registration Status

ACTIVE: The name of a voter in active status will appear in the pollbook.

INACTIVE: A voter in inactive status may vote only by affidavit ballot, and the ballot should be counted if the voter affirms he/she lives at an address in the precinct in which the affidavit ballot is cast. The name of a voter in inactive status will not appear in the pollbook.

PURGED: A voter in purged status may vote by affidavit ballot but the ballot should not be counted, unless the voter has been erroneously purged. The name of a purged voter will not appear in the pollbook.



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Searching by Voter Status – Voter Search

Search Voters Reports Help

Select Saved/Published Search Run Search

Mailing Address	Comment	Custom Fields	Residence Address	Save
Name	Absentee	Status	Output	Extract
Status				
<input checked="" type="checkbox"/> Active				
<input checked="" type="checkbox"/> Inactive				
<input checked="" type="checkbox"/> Pending				
<input checked="" type="checkbox"/> Purged				
Status Reason Select All Unselect All				
<input checked="" type="checkbox"/> Affidavit Ballot				
<input checked="" type="checkbox"/> Clerical Corrections				
<input checked="" type="checkbox"/> Confirmation Card				
<input checked="" type="checkbox"/> Confirmation Card Mailed				
<input checked="" type="checkbox"/> Data Migration (Active)				
<input checked="" type="checkbox"/> Notice from Individual				
<input checked="" type="checkbox"/> Registration Application				
<input checked="" type="checkbox"/> Suffrage Restored				
<input checked="" type="checkbox"/> Voter Registration Card				
<input checked="" type="checkbox"/> Confirmation Card Mailed				
Flags				
<input type="checkbox"/> Non-DPS Verified Only				
<input type="checkbox"/> Missing Voter Registration Appln				
<input type="checkbox"/> Marked in Petition				
<input type="checkbox"/> Marked in Ballot Processing				
<input type="checkbox"/> US Citizen Not Checked				
<input type="checkbox"/> Potential Worker				
<input type="checkbox"/> NCOA non-processed				
<input type="checkbox"/> Permanently Excused Juror				

Scope

☐ State ☒ County Show Signatures Search Clear

View Summary Full Image Select < > Close

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What is Voter Roll Maintenance?



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Voter Roll Maintenance

The process of amending inaccurate records, adding names of voters who are eligible to vote and have properly registered to vote, and purging ineligible individuals from the voter roll.



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Amending Inaccurate Records

- Changing voter's name
 - After marriage/divorce
 - Legally changed name
- Updating new address information
 - Voter has moved within the county
- Assigning new polling location or precinct lines
 - After redistricting
- Any other reasons?



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Adding Names to Voter Roll

- Election commissioners should **ONLY** add a name to the voter roll if the election commission finds a voter is eligible to vote, has properly registered, and was illegally denied registration.
 - The election commission hears and resolves disputes concerning the denial of voter registration by the Circuit Clerk.
- Otherwise, this duty is primarily vested in the Circuit Clerk/Registrar.



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Purging

- Purging is the removal of a voter's name from the voter rolls.
- Election commissioners have the duty and responsibility of removing names of voters who have died, moved away, requested removal, or otherwise become disqualified as electors as provided by law.



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Why is Purging Important?

Election Commissioners purge, revise, and maintain voter rolls to:

- Keep voters in the registration books and poll books of the precinct in which they are legally qualified to vote;
- Prevent illegal voting;
- Provide an accurate list of registered voters for jury selection;
- Assure registration and poll books never show more voters registered in a given county than are possible;
- Purging the voter registration books is required by State and Federal law.



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Illegal Voting

Miss. Code Ann. § 97-13-35:

(1) Any person who shall vote at any election, not being legally qualified or who shall vote in more than one county, or at more than one place in any county or in any city, town, or village entitled to separate representation, or who shall vote out of the district of his legal domicile, or who shall vote or attempt to vote in the primary election of one party when he shall have voted on the same date in the primary election of another party, shall upon conviction, be imprisoned in the county jail not more than one year, or be fined not more than One Thousand Dollars, or both.



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Reasons for Purging a Voter

- Written request of the Voter;
- Conviction of a Disenfranchising Crime;
- Adjudication of Incompetence;
- Death; and
- Removal from the Voting Jurisdiction.



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Voter Initiated Request

- If a voter unequivocally requests by a signed writing to be removed from the voter roll, this voter should be removed from the voter roll.
- Request must be in writing AND signed by the voter.
- The NVRA places no restriction upon when a voter may be purged from the voter roll based upon a voter initiated request.



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Y'all Vote

ONLINE ELECTION SERVICES

ONLINE VOTER REGISTRATION UPDATE

To update your name and address registration information online, you must already be a registered voter of the state of Mississippi and have a current and valid Mississippi driver's license or photo identification card issued by the Mississippi Department of Public Safety.

UPDATE VOTER REGISTRATION INFORMATION

NEW VOTER REGISTRATION

If you are not already a registered voter of Mississippi or are unable to update your registration information online, you may download and complete the Mail-In Registration Application and either mail or hand-deliver the application to the Circuit Clerk's Office located in the county of your voting residence.

COMPLETE MAIL-IN REGISTRATION APPLICATION

VOTER REGISTRATION CANCELLATION

If you no longer live in the state of Mississippi, please help us keep our voter roll up-to-date by cancelling your Mississippi voter registration.

CANCEL REGISTRATION



Mississippi Voter Registration Cancellation

Please help us keep Mississippi's Voter Registration Rolls up-to-date. To cancel your voter registration:

1. Complete, print and sign the cancellation form below.
2. Insert it into an envelope.
3. Add your former [County Circuit Clerk's](#) address on the envelope
4. Affix a stamp and mail your cancellation.

VOTER CANCELLATION CARD

I hereby request the cancellation of my voter registration

in _____ County, Mississippi

Print Name: _____

Residential Address: _____

City: _____ Zip: _____

Reason for cancellation: _____

Signature: _____

Date: _____



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Conviction of a Disenfranchising Crime

- If a voter is convicted of a disenfranchising crime, he or she must be purged from the voter roll.
- A voter is disenfranchised only for a Mississippi state court conviction.
 - A non-adjudication is NOT disenfranchising.
 - An indictment/charge is NOT disenfranchising.
- The Circuit Clerk maintains a roll of individuals convicted of disenfranchising crimes in his or her county.
- AOC imports quarterly into SEMS.



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Disenfranchising Crimes

1. Arson
2. Armed Robbery
3. Bigamy
4. Bribery
5. Embezzlement
6. Extortion
7. Felony Bad Check
8. Felony Shoplifting
9. Forgery
10. Larceny
11. Murder
12. Obtaining Money or Goods under False Pretenses
13. Perjury
14. Rape
15. Receiving Stolen Property
16. Robbery
17. Theft
18. Timber Larceny
19. Unlawful Taking of Motor Vehicle
20. Statutory Rape
21. Carjacking
22. Larceny Under Lease or Rental Agreement



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Potential Administrative Office of Courts (AOC) Batch Match – VR-023

- VR-023 provides a list of voters who potentially match persons in the AOC database convicted of disenfranchising crimes.
- The "% Match" column indicates how closely your voter (in bold) matches the AOC counterpart.
 - Verify the conviction prior to purging.



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AOC Batch Match Voter Report

Voter ID	Voter Name	Date of Birth	Confidence Level	County of Conviction	Criminal Code
	FLAGGS, TAVARES	11/14/1946	99		
983382	FLAGGS, TAVARES ANTOINE	11/14/1946	99		
	SQUIRE, STEPHANIE ALICIA	06/25/1970	90		
986295	SQUIRE, STEPHANIE ALICIA	06/25/1970	90		
	STEEN, MARGIE L	06/23/1944	80		
967491	STEEN, MARGIE DENISE	06/23/1944	80		
	WOOTEN, JEANNIE LYNN	06/23/1944	90		
975414	WOOTEN, JEANNIE LYNN	03/17/1944	90		
	BROOKS, TONYA MICHELLE	03/17/1944	90		
981475	BROOKS, TONYA MICHELLE	03/17/1944	90		
	STEEN, MARGIE L	07/19/1967	80		
967491	STEEN, MARGIE DENISE	07/19/1967	80		
	GREEN, MICHAEL	03/27/1942	99	MADISON	97-23-19
500013514	GREEN, MICHAEL LASHA	03/27/1942	99		
	COOKE, DAVID CHASE	01/20/1934	90	WARREN	97-3-65
575109050	COOKE, DAVID CHASE	01/20/1934	90		
	LYONS, MICHAEL DEWAYNE	02/16/1944	99	WARREN	97-17-42
575093189	LYONS, MICHAEL DWAYNE	02/16/1944	99		
	BASS, DAVID CORNELIUS	02/16/1944	90	WARREN	97-3-79
986825	BASS, DAVID CORNELIUS	10/07/1926	90		
	BROWN, ANTONIO D	10/07/1926	99	WARREN	97-3-65(1)(b)
775097074	BROWN, ANTONIO D	10/07/1926	99		
	ASHLEY, ERIC	08/25/1957	99	WARREN	97-3-65(1)(a)
775092160	ASHLEY, ERIC JEROME	08/25/1957	99		

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User: Palmertree, Shelly Ashley

County: Warren

Date: 05/28/2013

Password

Help

Exit



Statewide Election Management System

PRACTICE ONLY

State Agency

Voters

- Voter Registration
- Voter Search
- Voter Merge
- Batch Scan
- Commit Batch
- Jury Selection

Administration

- System Configuration
- User Administration
- Address Library
- Messaging
- Document Templates
- Load External Data

Elections

- Election Management
- Ballot Processing
- Districts & Precincts
- Election Workers


Reports

- Reports & Labels
- State Agency**
- Schedule Jobs
- Batch Management

Petitions

- Petitions

AOC Search

 State Agency - Office of AOC Search

State Agency Tasks

[Search Voter](#) [Help](#)

Search

Last Name

First Name

Middle Name

Date of Birth

Last 4 SSN

Case ID

County of Conviction

Criminal Code

Search

Clear

Name	Date of Birth	SSN	Case ID	County of Conviction	Criminal Code



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Adjudication of Incompetence

- If a Chancery Court enters an Order which finds an individual to be incompetent, that individual may be purged from the voter roll.
- A review of the Chancery Court docket may reveal legal/civil actions filed to determine, and which do determine by Court Order, incompetence.
- The NVRA places no restriction upon when a voter may be purged from the voter roll based on a Court's finding (or adjudication) of incompetence.



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Death

- If reliable information establishes the death of a voter, the voter may be purged from the voter roll.
- Several reliable sources of information are available, such as death certificates imported monthly into SEMS from the MS Dept. of Health and Vital Statistics (Report No.: VR-022), obituaries from newspapers, and Chancery Court estate records.
- The NVRA places no restriction upon when a voter may be purged from the voter roll based upon a voter's death.



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Sources of Information

- The Election Commission uses all valid and trustworthy sources of information to conduct voter roll maintenance.
- Information must be verified before changing the status of a voter.
 - Cannot rely on hearsay.



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Examples of Sources

- Roll of person convicted of certain crimes;
- Print media (ex, Newspaper, Telephone Book, etc.);
- Department of Health and Vital Statistics;
- Notice of registration from another county or state;
- Returned mail; (ex.: jury summons, voter registration card)



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Examples of Sources

- Personal knowledge;
- Family member of voter;
- Court Order;
- Office of the Administrator of Courts (AOC);
- Statewide Elections Management System (SEMS);
- Confirmation Card;
- Others?



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National Voter Registration Act (NVRA)

Purging based upon a change in the residence of a voter must be done in accordance with the NVRA, which means sending the voter a confirmation card and securing a signed statement from the voter stating he/she has moved out of the county or state.

Reference: Miss. Code Ann. § 23-15-153

52 U.S.C. § 20501, et seq.



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Moving from the County or State

A voter may be purged from the voter roll based upon a change in residence in only two ways: (1) written confirmation by the voter of a change in residence, or (2) the confirmation card process.



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Written Confirmation

- If a voter confirms in a signed writing he/she has moved to a residence outside of the county, he/she may be purged immediately from the voter roll.
- A copy of a voter's registration application from another county or state constitutes written confirmation of a voter's change in residence.
- The NVRA places no restriction upon when a voter may be purged from the voter roll based upon written confirmation of a voter's change of residence.



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Confirmation Card Process

In the absence of a written and signed confirmation of a change of residence from the voter, the confirmation card process provides the only means by which to purge a voter from the voter roll based upon a change of residence to a new address outside of the county or the state.



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Triggering Event

- Import of National Change of Address (NCOA) files to SEMS from U.S. Post Office;
- Interstate Cross-Check Program (Kansas Project);
- Notification from another state of voter registration;
- Returned Jury Summons or other official mail;
- Filing of a deed in the lands records of the office of the Chancery Clerk; or
- Change in homestead exemption.



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Changing Voter's Status

- Upon the occurrence of a triggering event, a voter's status is changed from active to inactive at the time a confirmation card is mailed to the voter.
- A confirmation card is mailed to the voter's address associated with his/her registration and/or to the best and last known address of the voter.



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Confirmation Card

- A confirmation card is a postage pre-paid notice that is sent to the mailing address associated with the voter's registration, and/or can be mailed to last, best-known address.
- The confirmation card is sent by forwardable mail, and should include a pre-addressed return card.
 - May be printed from SEMS.
- The return card allows the voter to confirm in writing whether or not his/her address has changed.



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ADAMS CO. ELECTION COMMISSION
P.O. BOX 1224
NATCHEZ, MS 39121

Forwarding Service Requested

CHAMPION, SARA G (5744681)
805 EASTWOOD RD.
NATCHEZ, MS 39120

DETACH HERE

5744681

NOT A VOTER REGISTRATION

02

Name (print or type) Last, First, Middle		Date of Birth	
Residential Address	City	State	Zip
Mailing Address (if different from above)	City	State	Zip
Phone	Name and Address on Last Voter Registration		
Signature		Date	

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If the Voter Returns the Confirmation Card Indicating that...

- His/her residence has not changed, the voter should be restored to “Active” status.
- His/her residence has moved within the same county, the address information should be corrected in SEMS, and the voter sent a new voter registration card with the proper precinct location.
- His/her residence has moved outside the county, the voter may be immediately purged from the voter roll.



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If the Voter Does Not Return the Confirmation Card...

- The voter **MAY NOT** be purged from the voter roll, but must remain inactive for TWO (2) federal general elections occurring after the sending of the confirmation card.
- No voter may be purged based upon the confirmation card process within 90 days of a federal election.



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90 Day Rule

- Within 90 days of a federal election, no voter can be made inactive or purged for not voting in two federal elections after the mailing of a confirmation card.
- Voter records can continue to be updated based on a signed writing from the voter.
- Election Commissioners can and should always purge based on:
 - Death,
 - Adjudication of incompetence,
 - Conviction of a disenfranchising crime, or
 - Written and signed request of the voter.



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**Voter Roll
Maintenance is a
continuous process.
It is a project that does
not end!**



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Questions?



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Contact Information

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Elections Division*

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